

# January 2011

MONDAY

TUESDAY

WEDNESDAY

THURSDAY

FRIDAY

## Office of Workforce Development and Performance Management Second Quarter Training Calendar

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FEDERAL HOLIDAY



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25 Intermediate Word 2007  
(9:00 am – 4:00 pm)  
Room H5022  
Audience: All Employees



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27 Intermediate Excel 2007  
(9:00 am – 4:00 pm)  
Room H5022  
Audience: All Employees



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31 Introduction Access  
2007  
(9:00 am – 4:00 pm)  
Room H6872  
Audience: All  
Employees

# February 2011

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	1 Introduction Excel 2007 (9:00 am – 4:00 pm) Room H5022 Audience: All Employees 	2	3 Advanced Word 2007 (9:00 am – 4:00 pm) Room H5022 Audience: All Employees 	4
7	8 The Administrative Grievance Process Training (1:00 pm-3:00 pm) Room H7855 Audience: Managers/Supervisors	9 Monitoring Probationary/Term Appointment Briefing (10:00 am-12:00 pm) Room H7855 Audience: Managers/Supervisors	10	11
14	15 Intermediate Excel 2007 (9:00 am – 4:00 pm) Room H5022 Audience: All Employees 	16 Federal Resume Writing (10:00 am-12:00pm) Room H7855 Audience: All Employees	17 Leave Error (10:00 am-11:30 am) Room H7855 Audience: All Employees	18
21 <b>FEDERAL                      HOLIDAY</b> 	22	23 Awards Overview (10:00 am-12:00 pm) Room H7855 Audience: All Employees	24 Introduction Word 2007 (9:00 am – 4:00 pm) Room H5022 Audience: All Employees 	25
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# March 2011

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	<p>1 New Supervisors Workshop (9:00 am-4:00 pm) Room H4813 Audience: New Supervisors (Day 1)</p> <hr/> <p>Reasonable Accommodations (10:00 am-12:00 pm) Room H7855 Audience: Managers/Supervisors</p>	<p>2 New Supervisors Workshop (9:00 am-4:00 pm) Room H4813 Audience: New Supervisors (Day 2)</p>	<p>3 New Supervisors Workshop (9:00 am-4:00 pm) Room H4813 Audience: New Supervisors (Day 3)</p>	4
7	<p>8 Interactive Hiring Reform Session (3:00 pm-4:30 pm) Room H7855 Audience: Hiring Managers</p>	<p>9 How to Conduct Mid Year Assessments (10:00 am-12:00 pm) Room H7855 Audience: Managers/Supervisors</p>	<p>10 Writing Accomplishments (10:00 am-12:00 pm) Room H7855 Audience: All Employees</p> <hr/> <p>Intermediate PowerPoint 2007 (9:00 am – 4:00 pm) Room H6872 Audience: All Employees</p>	11
14	<p>15 Family Medical Leave Act (1:00 pm-3:00 pm) Room H7855 Audience: Managers/Supervisors</p>	<p>16 Federal Resume Writing (10:00 am-12:00pm) Room H7855 Audience: All Employees</p>	<p>17 Leave Restriction (1:00 pm-3:00 pm) Room H7855 Audience: Managers/Supervisors</p>	18
21	<p>22 Intermediated Outlook (9:00 am – 4:00 pm) Room H6872 Audience: All Employees</p> 	<p>23 Leave Entitlements (10:00 am-12:00 pm) Room H7855 Audience: Managers/Supervisors</p>	<p>24 BiWeekly Pay Cap Training (10:00 am-11:30 am) Room H7855 Audience: All Employees</p>	25
28	<p>29 Intermediate Excel (9:00 am – 4:00 pm) Room H6872 Audience: All Employee</p> 	30	<p>31 Advanced PowerPoint (9:00 am – 4:00 pm) Room H6872 Audience: All Employees</p> 	